

**Kitchen Maintenance Worker – Full Time**  
**The Province of St. Joseph of the Capuchin Order – Conner Soup Kitchen**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

This Kitchen Maintenance Worker is for supporting the operations of the kitchen by cleaning all areas of kitchen, dining hall and bathrooms as needed. The Kitchen Maintenance worker will also monitor and report equipment and repair needs and supplies in the kitchen, dining room and bathrooms.

**Responsibilities:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Wash dishes, glassware, flatware, pots and pans using dishwashers or by hand
- Clean tables in the dining area
- Maintain kitchen work areas, equipment, utensils in clean and orderly fashion
- Store clean dishes, utensils and cooking equipment in storage areas
- Sweep or scrub floors
- Monitor equipment used for repairs and report to management as needed
- Receive and store supplies reporting to management when supplies run low
- Sort and remove trash, placing it in designated areas
- Stock supplies as needed or directed
- Comply with Province and ministry policies, procedures, guidelines and standards.

**Qualifications:** The desired education and experience level for this position is a High School diploma or GED. Ability to bend, lift and carry at least 25 pounds. Must be willing to obtain a food handler's card. Ability to read, write and follow detailed oral and written instructions in English. Ability to maintain cooperative working relationships with management, co-workers and guests of the Soup Kitchen.

Hours vary throughout the week. 36-40 hours/week

Application / Resume deadline is May 31<sup>th</sup>, 2019

Interested candidates can apply in any of the follow 3 ways:

1. Pick up an application at the Meldrum Soup Kitchen site.

**Submit letter of interest and resume to:**

2. [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Kitchen Maintenance Worker in the subject line.  
(Or)
3. Attention: Human Resources  
Kitchen Maintenance Worker  
The Province of St. Joseph of the Capuchin Order  
1820 Mt. Elliott Street  
Detroit, Michigan 48207